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From: Saunders, Della (DPH)
Sent: Thursday, June 23, 2011 10:57 AM
To: Corbett, Kate (DPH); Frasca, Daniela (DPH); Glazer, Lisa (DPH); Khan, Annie (DPH); Lawler, Michael (DPH); Lleshi, Hevis (DPH); Medina, Nicole (DPH); O'Brien, Elisabeth (DPH); Phillips, Gloria (DPH); Piro, Peter (DPH); Renczkowski, Daniel (DPH); Salemi, Charles (DPH); Saunders, Della (DPH); Sprague, Shirley (DPH); Tan, Zhi (DPH); Tran, Mai (DPH); Zanolli, Janice (DPH)
Subject: FW: Payroll/Time log changes

Good Morning Everyone,
Please check the preceding email from Karen King. Would you please fill in your timesheet for the week on Wednesdays before you leave so I can get them in on Thursday mornings? Also, starting July 22nd, your paycheck stubs will be mailed to your home address. Thanks a lot, and I'm really sorry for the inconvenience this may cause anyone.
Della

From: King, Karen (EHS)
Sent: Wednesday, June 22, 2011 2:56 PM
To: Borne, Deborah (DPH); Borne, Alan (DPH); Saunders, Della (DPH); Hankerson, Jacqueline (DPH); Salem, Sharon (DPH)
Cc: Hebert, Suzana (EHS); Chan-Lee, Yuen Fei (EHS); Han, Linda (DPH); Connolly, Grace (DPH); Marinucci, Cecilia (DPH); Gilbert, Jennifer
Subject: Payroll/Time log changes

Good Afternoon,

With Paula Winston retiring from Mass Hospital School, the State Lab time logs will now be done by Yuen-Fei (Fay) Chan-Lee as Jennifer Gilbert will be assigned Mass Hospital School.

Yuen-Fei Chan-Lee is located at 600 Washington Street 2nd fl, Boston, Ma 02111.

Time logs should be faxed to Fei at **617-348-5509 by 10:00am on Thursdays.**

Paychecks will be mailed directly to employee's home addresses. Please bring the original time logs up to the HR office on the second floor and I will deliver them to Central Office.

If you have any questions please let me know.

Thanks

Karen

Karen M. King
Employment Services Manager
State Lab
617-983-6208 (Tuesdays)

617-626-9282 (Mon, Wed and Thurs)

617-348-5634 (Fridays)